

General Guidelines for Adorni Gym / Facility Event Use

Observance of the following considerations will also make cleanup easier for your group, as well as reducing the potential for damage to the Adorni Center:

- Coolers or containers of ice / any refrigerated material must not be used inside the gym unless they are at all times kept elevated by at least 8 inches above the surface of the gym floor. This will prevent damage & warping of the gym floor surface from cold and condensation. [Milk crates work well as platforms.] Heated items, containers, or decanters must also not rest on gym floor, due to potential damage to surface.
- No glitter or small-particle type confetti is to be used (streamer confetti is acceptable provided it can be easily removed afterward and leaves no residue).
- No gum or sticky candy is to be available or allowed in building.
- Crepe paper is not to be used outside the facility when any type of precipitation has recently occurred or is expected. If crepe paper is used, it must be completely removed immediately following the event.
- If using tape to affix decorations or signs, the type used must be approved beforehand by the Recreation Office, to determine that no residue will remain following removal.
- Designated members of your group should be available throughout your event to wipe up spills and dispose of litter that may accumulate on tables, seating and floor areas during your event. Cleanup is the responsibility of the group using the facility. Adorni staff can provide some cleaning tools and supplies.
- Designated group members should also monitor use areas such as kitchen, restrooms and other facility areas throughout the event, immediately reporting any larger-scale spills or sink / toilet stoppages to Adorni support staff, who can quickly attend to areas in question to prevent lasting damage to fixtures, floors and other surfaces.
- In order that the facility be ready for use by groups who follow, cleanup and removal of all materials brought to event should occur immediately following event. Tables, decorations or other supplies brought in by your group must not be left behind for later pickup unless prior arrangements have been made and approved beforehand by the Recreation & Facilities Manager. Extra fees for additional hours of use will be charged, since items left behind interfere with or prevent use of facility by later events.

Insurance and Other Considerations --

Approval of insurance must be in place before your facility use contract can be approved. Arrangements for this must be made well before your event, (see date on contract form). Contact Lisa Meyash, Administrative Assistant/Facility Rentals immediately at 441-4241 regarding insurance coverage / wording, for the event itself, plus any additional special activities including, but not limited to, inflatable jumps, go-carts, laser-tag, etc which are not covered under standard insurance provisions. These additional activities are prohibited from being brought to the site, unless special insurance applying to them has first been cleared through the City's Risk Manager and she has notified Adorni of approval.

The above notes refer to the portion of activities held inside the Adorni facility. There may be other regulations / restrictions regarding outdoor activities which need to be covered prior to the event.